

# SANFORD COMMUNITY REDEVELOPMENT AGENCY

December 2, 2009

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The City of Sanford Community Redevelopment Agency met in a regular meeting in the Railroad Depot Room, Sanford City Hall, 300 N. Park Avenue, Sanford, Florida, at 4 PM on Wednesday, December 2, 2009.

Present: Jeff Triplett, Chairman  
Maria Shreve, Vice Chair  
Bruce McKibbin  
Charles Rowe (Arrived at 4:06 PM)  
Otto Garrett  
Bob Tunis, Executive Director  
Tom George, Interim City Manager  
Commissioner Jack Bridges

Absent: Janet Dougherty, Secretary

The Chairman called the regular meeting to order at 4:05 PM.

## **2) Approval of Minutes: November 4, 2009.**

Ms. Shreve noted corrections to the Minutes: page 2 (top); start new paragraph and amend as follows: "Mr. Tunis introduced Nick McRay, Project Manager, who reported on problems during the roof construction. . ." In the last sentence of that paragraph, replace the words "testing firm" with "pole test".

Mr. McKibbin moved to approve the Minutes with the above noted changes. Seconded by Ms. Shreve and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

**2) Treasurer's Report**

Mr. Poulalian apologized for not having the Treasurer's Report until today noting he has been on vacation. He clarified that under "other contractual services", \$55,000 was cut under the wrong account number and should be taken out of promotional activities. The rentals and leases amended budget was to pay the UCF Incubator directly under "grants and aids" but the CRA entered into a contract to rent the offices so this needs to come out of "rentals and leases". He further clarified that the \$10,000 under promotional activities is for BikeFest and the \$175 is for CRA registration. Under the revenue section, the CRA has \$45,000 more than budgeted due to the county adopting the roll back tax rate.

**4) Director's Report**

Mr. Tunis reported that he will be on furlough December 14 to 18 and then a few days vacation and needs to close the agenda for next month early (around December 22<sup>nd</sup>). Mr. Tunis will prepare the CRA Annual Report in January and will provide it to the Agency for approval prior to submitting it to the taxing authorities.

Channel 9 will have a report on the UCF Incubator this evening and he will provide copies to the CRA members.

Regarding 113 Palmetto Avenue, Mr. Tunis stated that he has engaged an environmental attorney for guidance on how to proceed and expects a recommendation within the next month.

**5) Proposed Expansion of UCF Sanford Business Incubator**

Gordon Hogan, UCF and Rafeael Caamano, reported that they are really pleased with the way things have worked out noting they have three clients actually occupying the space and two have patented technology. They have one office left. Mr. Hogan distributed a diagram of existing and proposed office space utilization and explained they may have a need for the additional 2500 square feet of adjacent office space if Cold Plasma receives funding approval. They need additional funding for a full time staff person; a mechanical padlock for the doors and to update their BrightHouse internet connection.

The Agency discussed the additional funding request as well as leasing additional office space. Mr. Rowe stated his concerns about leasing additional space without Cold Plasma receiving their funding first. Mr. Hogan estimated the office administrator costs to be about \$40,000 with benefits, noting Winter Springs and Seminole County fund these positions at the other Incubator sites. Mr. Tunis suggested waiting until January to sign a lease for additional office space with First Capital. It was the consensus of the Agency to wait until January to make decisions on the funding request(s).

Mr. Hogan invited the CRA to have their February meeting at the Incubator so that each business could give a presentation.

**6) Proposed Design of Magnolia Avenue Streetscape Improvements**

Mr. Tunis explained that Conklin, Porter and Holmes (CPH) had prepared the design as a continuation of the First Street project noting it is very similar with less electrical.

Brady Lessard, CPH, stated that the Wayne Densch Theatre would be a major component and that CPH would like to have a kick-off meeting to gather input as soon as possible, noting the City would have to make decisions on some curb cuts. Mr. Tunis stated \$300,000 is budgeted and costs would depend on the design. It was the consensus of the Agency to bring this item back on the January agenda and for CPH to provide total construction costs (including design) at that time.

**7) Discussion: Proposed Scope of Services for Sanford Avenue Streetscape**

Christine Dalton, Community Planner, stated that Sanford Avenue will follow the pattern of First Street and she does not envision Sanford Avenue being “closed”. Mr. Tunis stated it was their intent to use the First Street scope of services for Sanford Avenue and selecting from a list of companies on the City’s continuing services list. Tom George, Interim City Manager, explained the process used for First Street and why staff felt the project could not be competitively bid. It was the consensus of the Agency to add street lights and broad band into the scope of services. Ms. Dalton stated that she felt grant funds may be available for some “heritage markers” for each block.

**8) Discussion: Application for Funding: Kids Fishing Tournament, Sanford Chamber of Commerce.**

Charles Davis, Chamber of Commerce, stated the Kids Fishing Tournament would be held Saturday, February 5, 2010, and requested funding to pay for the catfish, noting last year they had 240 children participate.

Mr. McKibbin moved to approve the funding application by the Greater

Sanford Chamber of Commerce for \$800 for the Kids Fishing Tournament, February 5, 2010, subject to meeting all CRA funding requirements. Seconded by Mr. Rowe and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

**9) Discussion: Façade Improvement Grant: Sanford Chamber of Commerce Building**

Charles Davis stated that the Chamber would like to fix up the building and they are asking for a façade improvement grant to assist with the costs. Mr. Tunis read a letter into the record from Christine Dalton, Historic Preservation Officer, in support of the renovations and contingent upon review of the materials and replacement.

Ms. Shreve moved to approve the funding requested under the Façade Improvement Grant subject to meeting the satisfaction of the Historic Preservation Officer and subject to interior costs claimed not exceeding 40% of the amount claimed in which case the grant would be reduced to result in this 40% maximum. Seconded by Mr. Garrett and carried by vote of the Agency as follows:

Jeff Triplett	Aye
Maria Shreve	Aye
Bruce McKibbin	Aye
Charles Rowe	Aye
Otto Garrett	Aye

Mr. Davis reported that BikeFest was a huge success and they had a record amount of people attending. He explained City costs came in higher than expected (\$28,000 vs. \$20,000) and he will submit the budget to Mr. Tunis for this event no later than the end of this year.

**10) Prioritization of Redevelopment Plan Project List**

Mr. Tunis stated he put the list together based on the Agency's comments. Mr. McKibbin asked what would happen if the CRA "expired" in the middle of a project? Chairman Triplett felt the Agency could escrow the money since this is a dedicated fund. Mr. Tunis felt that an Interlocal Agreement with Seminole County may be necessary. Mr. Rowe felt the biggest impact has been through infrastructure projects. Mr. Tunis stated that when the next budget is drafted, the Agency will revisit this list. Ms. Shreve recommended signage be erected on projects that the CRA helped finance, i.e., Tibstra's, Hollerbach's, Cindy's Dance Studio, etc. It was the consensus of the Agency for Mr. Tunis to look into signage for the projects.

Mr. George reported that the City now owns the old Library that houses the Welcome Center as well as the Police Substation and that Celery Soup will be moving in also. He noted the need for a kiosk in front of the building and has spoken to Ms. Dalton about it. Mr. Davis stated that the Chamber has some ticket booths available that possibly could be used: Mr. George stated that the City would take a look at them. Mr. George will be meeting with Chairman Triplett, Mr. Rowe, Mr. Tunis, the Welcome Center group and Celery Soup reps and various City staff, to see how they can all work together and move forward.

Mr. George thanked the Chamber of Commerce for the beautiful Holiday Tree in Magnolia Square and the CRA for the holiday lights they funded. He will have signs erected acknowledging and thanking both groups for their contributions.

Chairman Triplett acknowledged Commissioner Bridges and thanked him for his attendance at the meeting.

Ms. Shreve noted she has been in contact with some of the volunteers at the UCF Incubator and they are very impressed with the program offered and felt it was bringing people to town and giving the City some positive exposure.

**12) Public Comment.**

An unidentified person asked about the restrooms being closed in Fort Mellon Park and Mr. George explained that vandalism prevents them from being open all night but that they are open during regular park hours.

**13) Adjourn the meeting.**

There being no further business, the meeting adjourned at 5:31 PM.

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CHAIRMAN

Attest:

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Secretary

**CRA 12/02/09**